

SUPPORTING DOCUMENTS GUIDANCE
DENTAL RECRUITMENT
Posts Commencing 2020

Verification of Identity

Information is requested on immigration status to ensure that all applicants are eligible to work in the UK prior to commencement of the training programme. This information will not be used in the recruitment and selection process, it will be retained separately by the Dental Recruitment team and will be referred to only when appointments are made.

ALL candidates (irrespective of whether you are a UK national or not) are required to submit proof of identity and immigration status by the closing date of applications.

Proof of Identity

All applicants are required to submit either:

- one copy of photographic personal identification and two documents (copies) confirming address

OR

- two copies of photographic personal identification and one document (copy) confirming address.

Please note, at least one copy of ID must be photographic. All applicants should provide a copy of their passport (front cover and any page covering holder's personal details and the stamped visa – if applicable). If unable to provide photographic documents, please refer to page 4 of this document.

Please note, if you are invited to interview, you will be required to bring with you the originals of the documents (proof of Identity and Immigration status) you provided at the application stage, these will be checked against the copies you submitted with your application.

How to send us your Documents

You are required to upload documents via Oriel at the time of completing your online application.

If you are unable to upload your documents on-line, please contact the Dental Recruitment Team on dental.recruitment@nes.scot.nhs.uk.

List of Acceptable ID Documents

PIN Guidelines (Safe pre and post-employment checks) Policy for NHS Scotland March 2014)

Photographic ID:

- **Valid Passport – any Nationality**
- UK full or provisional photo-card driving licence.
- ID cards carrying the PASS accreditation logo / an EU National ID card or valid documentation relating to immigration status and permission to work e.g. current Biometric Resident Permit.

Acceptable Confirmation of address ID:

- Utility bill (gas, water, electricity or phone) * - **Please note: mobile phone bill not accepted.**
- Financial Statement (e.g. bank, building society, credit card or credit union statement) containing current address.* - **Please note: Statements printed from online banking must be stamped and verified by your bank.**
- Local authority tax bill.**
- UK Full or provisional photo-card driving licence. (Can only be used if not used as photographic ID above.) **Please note: the paper counterpart is no longer a valid form of ID.**
- Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit.**
- Mortgage statement from recognised lender.**
- Local council rent card or tenancy agreement.*
- Confirmation from electoral register search.*

* must be within the last three months and must contain the name and address of the applicant.

** must be dated within the last 12 months.

Acceptable Non-Photographic ID:

- Marriage / civil partnership certificate.
- Full UK and Channel Islands birth certificate issued at the time of birth, including those by UK authorities overseas such as Embassies, High Commissions and HM Force.
- Full birth certificate (UK & Channel Islands) issued after the time of birth by the General Register Office/relevant authority, e.g. Registrars.
- Residence permit issued by Home Office to EU Nationals.
- Adoption certificate.
- Divorce or annulment papers or civil partnership dissolution papers.

- Deed poll certificate.
- Police registration document.
- Certificate of employment in HM Forces.
- Benefit statement, book or card, original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit (e.g. child allowance, pension).**
- Most recent tax notification from HM Revenue and Customs.
- Grant letter or student loan agreement from a Local Education Authority.
- Current firearms certificate.

If no acceptable photographic documentation is available, the candidate must:

- Provide two forms of non-photographic personal identification (as per above).
- provide two documents confirming their address (as per above).
- All 4 documents must be from a different source.
- Provide a passport sized photo of themselves, endorsed by someone who works in (or retired from) a recognised profession or be a person of good standing in their community. The person endorsing the photograph should write 'I certify that this is a true likeness of [title and full name].
- The person endorsing the photograph cannot be closely related or involved with the applicant. They must also have known the applicant for at least two years.
- Provide a signed statement from the person endorsing the photograph indicating how long they have known the candidate.